

Bethany Lutheran Church

Pastor Loren D. Mai

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Bethany Lutheran Church intends to reach out to the community and serve others. The following policies have been established to further that goal:

- Any individual/group wishing to use the building must sign this Building Use Policy. Set-up needs for the event should be discussed at this time.
- All events and dates are subject to Executive Committee review and approval.
- It is understood that unforeseen events, such as funerals, take precedence over outside activities that have been scheduled.
- It is understood that the party must leave the building as they found it (trash picked up, spills wiped up, kitchen utensils washed, items returned to their places, etc.)
- No food or drink shall be taken into the Sanctuary.
- To protect our non-profit status, building use for political meetings or for-profit activities will be strictly limited, and will be evaluated separately with fees determined by the Executive Committee.
- Only furniture in Doc's Barn (outside storage shed) can be borrowed for use outside of the church property upon prior notification and approval.
- All other church property, items, or equipment shall not be taken from the church without prior notification and approval by an authorized representative of the church.
- If kitchen items are borrowed, prior notification and approval must be granted by the Bethany Church Women of the ELCA.
- All functions must be properly supervised by adults. Bethany Lutheran is not responsible for any accidents, injuries, property damage or thefts suffered by those using the building.
- It is understood that respect and care must be given to the buildings during their use. In that light, those using the building are responsible for all damages caused by their group.
- A Certificate of Insurance may be required for certain building uses or may be helpful in fee negotiation.
- **Consumption of tobacco and alcohol products is prohibited** on the church property.

(Continued on the reverse side)

- **The daily cost of keeping the Bethany Lutheran Church facility available for use averages \$180 per day.** For this reason, and to help us continue a long history of service, the suggested use donations for the church buildings are as follows:

<u>SPACE USED</u>	<u>SUGGESTED DONATION</u>
Sanctuary	\$75/day
Fellowship Hall	50/day
Martin Luther Room	40/day
Other meeting rooms	20/day

RATES FOR ADDITIONAL USAGE:

Kitchen Use: Serving, cooking, or catering food 40/day
 Custodial 40/day

- **Users are asked to consider a donation commensurate with the size of space used, group size and occupation time. Users may be assessed a service fee of \$20/hour for certain events depending on the nature of the event (purpose, group size, facilities used, day of week.)**
- Based upon the nature of the event, the Executive Committee or Church Council reserves the right to adjust and assess specific amounts for an event.
- Costs for serving meals should be negotiated directly with the Bethany Women of the ELCA. If the white linen tablecloths are used, there will be a \$5.00 per tablecloth charge for laundering.

NAME/GROUP: _____ PHONE _____

CONTACT PERSON: _____ E-MAIL _____

ADDRESS, IF NO E-MAIL _____

BETHANY LUTHERAN CHURCH MEMBER? Yes ___ No ___

SPACE (BUILDING) REQUESTED: _____ # OF PEOPLE _____

KITCHEN USE? _____ YES _____ NO EXPLAIN: _____

FOOD BROUGHT IN: _____ YES _____ NO FOOD CATERED: _____ YES _____ NO

DATE REQUESTED: _____ TIME REQUESTED: _____

AMOUNT OF DONATION GIVEN: \$ _____ (checks to Bethany Lutheran Church)

SIGNATURE: _____ TODAY'S DATE _____

BETHANY LUTHERAN CHURCH Representative: _____

Date _____ Approved Not Approved

NOTES: